



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>6/14/73</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>9</b>		Date Received <b>JUN 22 1973</b>	Date Completed <b>73-444 JUN 28 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Ga. Dept. of Labor Labor Bldg., Atlanta, Ga. 30323</b> <b>Employment Security Agency</b> <b>Unemployment Insurance Div.</b> <b>Investigation Section</b>		4. Person to Contact <b>Patrick A. Fridell</b>	5. Working Title <b>Chief</b>
		6. Tel. No. <b>656-3060</b>	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>1956 - PRESENT</b>	9. Exact Series Title <b>PROSECUTION DOCKET SHEETS FILES</b>
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10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Div. is to implement the Ga. Employment Security Law which requires that legal entities employing workers in Ga. report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements.
- The Investigation Section is responsible for establishing overpayments on and making all reasonable efforts to recover any such benefits paid through error, administrative redetermination or occasioned by fraud.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). ~~Documents related to fraudulent overpayment cases where a warrant has~~
- Documents relating to fraudulent overpayment cases in which a warrant has been issued for the arrest of claimant.

Includes only the Criminal Docket sheet which identifies the claimant, the prosecuting attorney, judge, field deputy and witnesses as well as the history and disposition of the case.

The file is arranged into Active and Inactive Segments. The Active segment is arranged alphabetically by jurisdiction and thereunder alphabetically by case. The Inactive segment is arranged by calendar quarter in which a case is closed.

DETAILS OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	2	3		1/50			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				50	50	50	50

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 2\*\* years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See below, then:

Upon termination of the case place all papers in the inactive file; the cut off the inactive file at the end of each fiscal year; then hold in current files area 2 years; then destroy.

\*The number of cases is published; this is the only "by name of Defendant" record.

\*\* Active case files are referred to 50 times daily; inactive case files are referred to daily for two years after conclusion.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	6/14/73	<i>[Signature]</i>	5-18-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	6-26-73
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Cynthia Hart</i>	6-22-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Hall</i>	6-26-73

Case closed during  
week of

Term, 19\_\_

\_\_\_\_\_ Court

DATE ACCUSATION SENT TO  
FIELD SECTION \_\_\_\_\_

Originating in \_\_\_\_\_

County, through local office

at \_\_\_\_\_, Georgia.

\$  
Amount illegally obtained

HISTORY AND DISPOSITION OF CASE: